

ADVISOR FOR MANAGEMENT ICAPS

13 January 1947

CHIEF, LEGISLATIVE LIAISON DIVISION, P & A

Congressional Liaison

1. In connection with Congressional requests regarding the possible employment of constituents, the procedures outlined below are recommended for action.

2. All Congressional calls and letters on Personnel matters are to be referred by the Personnel Division to the Legislative Liaison Division.

3. The Congressional Office will be requested by the Legislative Liaison Division to send all constituents or their Form 57s to the undersigned.

4. The Chief, Legislative Liaison Division in interviewing an applicant will follow one of two procedures:

(a) If the applicant possesses qualifications desired by CIG, he will be sent to the Chief of Personnel Procurement or his Deputy, for interview;

(b) If there appears to be no requirement for the applicant, he will be told that his Form 57 will be reviewed and an answer furnished him within two weeks; the Form 57s will then be forwarded to the personal attention of the Chief, Personnel Division, for action.

5. In either eventuality set forth in Paragraph #4 above, the Chief, Legislative Liaison Division will inform the originating Congressional Office, by telephone or letter, of the preliminary action taken.

6. It is requested that the Personnel Division furnish the Legislative Liaison Division with a copy of the final action letter to the applicant, so that the undersigned may forward same to the appropriate Congressional Office for information on the final action taken.

7. It is requested that the Chief of Personnel Procurement, or his Deputy, interview such Congressional applicants as the Chief, Legislative Liaison Division deems appropriate, in order to preserve the proper atmosphere and cordial relations with the Hill.

8. It is requested that the Chief, Personnel Division, attempt to secure final action on Congressional applicants within fourteen (14) days, if possible, if applicant is to be rejected. If applicant is being favorably considered,

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subject to security check, it is requested that the Legislative Liaison Division be informed so that steps may be taken to advise the Congressional Office that applicant is being considered.

WALTER L. PFORZHEIMER
Chief, Legislative Liaison Division

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cc: Ret. to Mr. Pforzheimer
Central Records (2)

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